

## INSTRUCTIONAL AIDE

### DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class assists the Education Program Coordinator in providing instructional services to inmates enrolled in an educational program at the Dutchess County Jail. The Instructional Aide is directly involved in the teaching process under the supervision of the Education Program Coordinator, including some direct instruction of inmates.

### TYPICAL WORK ACTIVITIES:

1. Works with inmates individually or in groups in subject areas while the teacher is engaged in working with other students;
2. Provides the teacher with evaluations and observations of inmates' performance and program;
3. Prepares instructional materials;
4. Provides supervision to class, on a limited basis, in teacher's absence;
5. Assists teacher with grading papers and other necessary paperwork, as required;
6. Keeps daily records of inmates' academic progress;
7. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS AND, ABILITIES:

Awareness of cultural and socioeconomic diversities; awareness of classroom instructional techniques; awareness of the development and use of instructional materials; working knowledge of current instructional resources; ability to establish satisfactory relationships with officers, inmates and volunteers; ability to deal effectively with inmates; ability to read and interpret complex written material; ability to instruct in a classroom setting; ability to speak clearly with good diction; ability to write legibly; dependability; good judgment; patience; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of thirty (30) credit hours at a regionally accredited or New York State recognized college or university *and* one year of full time paid experience as a teaching assistant or teacher aide in a school, remedial or special education program, or a correctional facility;
- OR: (B) An Associate's Degree in Education, Child Care (Youth Worker Emphasis), Criminal Justice, or a related field from a regionally accredited or New York State recognized college or university.

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ADOPTED: 1/25/94